

SMART Reporting Highlights

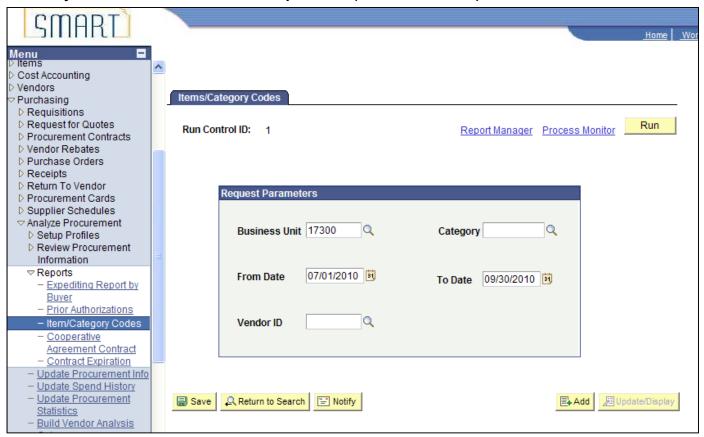
Presented by SMART Systems Team

Purchasing Reporting PO Item/Category Code report



Item/Category Codes report

- Run By: Business Unit, Category, Payment Dates or Vendor ID
 - Payment Dates are Required (Fiscal Year)



Purchasing Reporting PO Item/Category Code report



- Payment Date not PO Date
- Purchase Order information including actual spend
- Use filters to limit/sort data
- Voucher Extended Price is summed if more than one (1) payment against PO

	Α	В	C	D	E	F	G	Н	1		K	L
7	BU ID	Category Code	Category Description	Contract ID	PO ID	Line	Schedule	Item ID	Item Description	UOM	PO Qty	PO Unit Price
8	17300	76111501	Building cleaning services	9534	5	1	1		CSOB Janitorial Services for July 2010	MTH	1	19539
9	17300	ALL ITEMS	ALL ITEMS		14	1	1		Text-Pac Annual Subscription FTP 2/1/2011 to	EA	1	3054
10	17300	80131502	Commercial or industrial facil	34086	24	1	1		412-422 Lease Payment	EA	1	38237.88
11	17300	80131502	Commercial or industrial facil	34088	29	1	1		FSOB Lease Payments	EA	1	2558323.13
12	17300	ALL ITEMS	ALL ITEMS		32	1	1		Tandberg SLR50	EA	1	550
13	17300	84131501	Building or contents insurance	11177	33	1	1		State Property Insurance 7/1/10 - 6/30/11	EA	1	310520

	Α	В	J	K	L	M	N	0	P
7	BU ID	Category Code	UOM	PO Qty	PO Unit Price	PO Extended Price	Voucher Extended Price	Vendor Id	Vendor Name
8	17300	76111501	MTH	1	19539	19539	19539	164159	MAJESTIC FRANCHISING INC
9	17300	ALL ITEMS	EA	1	3054	3054	3054	14487	KFR SERVICES INC
10	17300	80131502	EA	1	38237.88	38237.88	12745.96	63208	CITY OF TOPEKA
11	17300	80131502	EA	1	2558323.13	2558323.13	3335932.82	62776	CITY OF WICHITA TREASURY
12	17300	ALL ITEMS	EA	1	550	550	550	208898	PACIFIC DATA
13	17300	84131501	EA	1	310520	310520	310520	56916	CORPORATE INSURANCE GROUP INC

Purchasing Reporting Voucher to P-Card Cross Reference report



- Functional Design
- On-Line Query
- Starts from Voucher side
- Prompts Requested
 - Business Unit Required
 - Voucher ID & Line Number
 - Employee ID
 - Transaction Date (Date Range)
 - Control Account Number

Purchasing Reporting (Cont.) Voucher to P-Card Cross Reference report



Voucher		Vchr				Distribution				
Business		Line		Seq.	Line	Line	Transaction			Masked P-Card
Unit	Voucher ID	Number	Transaction Number	Number	Number	Number	Date	Cardholder Name	Employee ID	Number
30000	00000893	1	24164070178741040030256	3	0	1	06-27-2010			**********0683
30000	00000893	2	24164070178741176593135	2	0	1	06-27-2010			**********0683
30000	00000893	3	24164070178741228390654	4	0	1	06-27-2010			**********0683
30000	00000893	4	24164070181741008391265	8	0	1	06-30-2010			**********0683
30000	00000893	5	24164070181741018375076	3	0	1	06-30-2010			**********0683
30000	00000893	6	24164070181741021270249	12	0	1	06-30-2010			**********0683

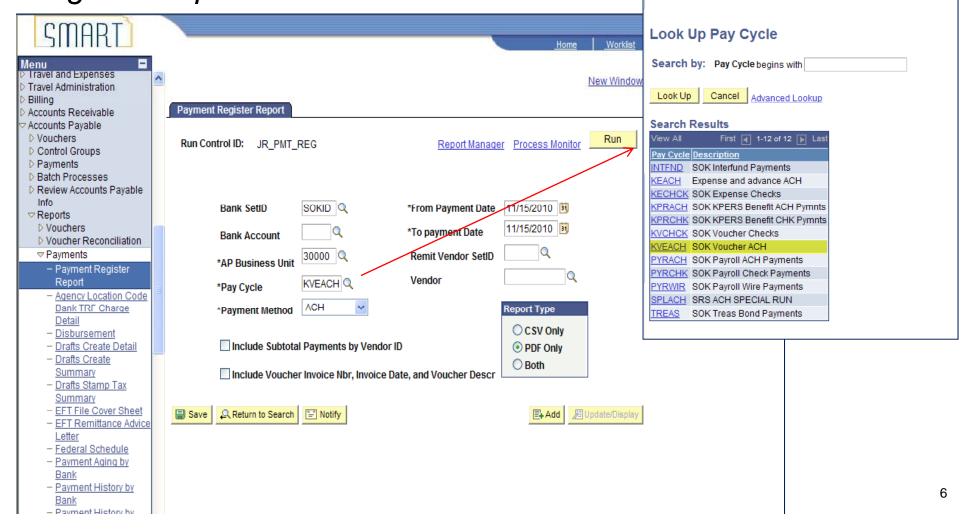
Voucher		Vchr				GL				
Business		Line			Merchandise	Business			Department	
Unit	Voucher ID	Number	Card Control Account	Merchant Name	Amount	Unit	Location	Account	ID	Fund Code
30000	00000893	1	0000006	FEDEX 798720207525	19.29	30000	BA30000	521900	300CONV	3274
30000	00000893	2	0000006	FEDEX 793664444254	12.11	30000	BA30000	521900	300CONV	1900
30000	00000893	3	0000006	FEDEX 793660822895	9.56	30000	BA30000	521900	300CONV	2048
30000	00000893	4	0000006	FEDEX 798796361380	6.34	30000		529100	3000060350	3270
30000	00000893	5	0000006	FEDEX 798796389945	7.29	30000		529100	3000060350	3270
30000	00000893	6	0000006	FEDEX 793678390875	10.45	30000		529100	3000060350	3428

Voucher		Vchr					PC						РО
Business		Line		Budget			Business				Purchase	PO Line	Schedule
Unit	Voucher ID	Number	Program Code	Reference	Chartfield 1	Chartfield 2	Unit	Project ID	Activity ID	Budget Date	Order ID	Number	Number
30000	00000893	1	CONV	3240			30000	300CONV	CONV	06-30-2010	0000000484	1	1
30000	00000893	2	CONV	1110			30000	300CONV	CONV	06-30-2010	0000000484	1	1
30000	00000893	3	CONV	2010			30000	300CONV	CONV	06-30-2010	0000000484	1	1
30000	00000893	4	03360	3251						07-02-2010		0	0
30000	00000893	5	03360	3251						07-02-2010		0	0
30000	00000893	6	03360	3433						07-02-2010		0	0

Accounts Payable: Payment Register Report



Accounts Payable > Reports > Payments > Payment Register Report



Accounts Payable: Payment Register Report



Report ID: KAP00012

SMART CCOUNTS PAYABLE - PAYMENT REGISTER REPORT

Run Date: 11/15/2010 Run Time: 13:29:59

AP Business Uni From Date Through Date Vendor SetID Vendor Option	t:30000 Department :11/15/2010 :11/15/2010 : :Select All	t of Commer	rce	Pay Cyc Pay cyc Payment Bank Se Bank Ac	le Sequ Method tID	: KVEAC ence: 128 : ACH : SOKID		☐ Include Voucher Invoice Number, Invoice Date and Voucher Description ☐ Include Subtotal Fayments by Vendor ID			
Payment Ref	Payment Date	Handling	Status	Voucher II	Line #	Vendor ID	Vendor Name		Payment Amount		
0000432653	15-NOV-2010	CM	p	00002042	1	0000154693	INTERCALL INC		662.17		
0000432824	15-NOV-2010	CM	p	00001276	1	0000038584	UMB BANK VIEA		773.00		
0000432824	15-NOV-2010	CM	p	00001276	2	0000038584	UMB BANK VISA		773.00		
0000432824	15-NOV-2010	CM	p	00001276	3	0000038584	UMB BANK VISA		773.00		
0000432838	15-NOV-2010	CM	p	00002045	1	0000047018	WESTERN ASSOCIATES	INC	499.23		
0000432841	15-NOV-2010	CM	p	00002032	1	0000047495	ALLEN COUNTY COMMUN	HITY COLLEGE	7,502.11		
0000432843	15-NOV-2010	CM	p	00002031	1	0000048147	SEWARD COUNTY COMMU	NITY COLLEGE	56,637.50		
0000432874	15-NOV-2010	CM	p	00002051	1	0000063161	HIGHLAND COMMUNITY	COLLEGE	66.00		
				To	tal Pay	ments from	15-NOV-2010 to 15-NO	v-2010	67,686.01		

Accounts Payable: Voucher Register



Accounts Payable > Reports > Vouchers > Kansas Voucher

Register SMART Add to Favorites Menu Accounts Receivable New Window | Help | Customize Page | Illian Accounts Payable D Vouchers Voucher Register D Control Groups D Payments Kansas Voucher Register D Batch Processes D Review Accounts Payable Info Run ¬ Reports Run Control ID: JR_VOUCH_REG Report Manager Process Monitor ∇ Vouchers Process Instance:289610 Voucher Listing by Chartfield Report Request Parameters - Control Group Business Unit: 30000 Q Register Match Exceptions - Posted Voucher Date Range - Registered Voucher - Print Self-Billed 11/12/2010 From Date: Invoices - Self-Billed Invoices 11/12/2010 To Date: Unapproved SBIs by Vendor Report Type Voucher Activity Voucher Register PDF O File O Both - Kansas Voucher Register - Agency Voucher " Notify J Update/Display Save Report D Voucher Reconciliation ▶ Payments D Prepayments

Accounts Payable: Voucher Register



Report ID: KAP00007.sqr

Page No : 2

Operator

Run Date: 11/15/2010 Run Time: 13:55:12

Agency : Department of Commerce Business Unit : 30000

Entered Dt Voucher ID Invoice ID

For the period: 12-NOV-2010 through 12-NOV-2010

Entered Dt	Voucher ID Invo	pice ID	Invoice Dt	Vendor ID	Vendor Name	9	Oriqin Pay Terms	Operator			
11/12/2010	00002065 IMPA	ACT#09-110	11/12/2010	0000026493	OWENS CORNING SALI	RE INC C/O RYAN & CO	ONL 00	KDOODAS			
Entry Status	Acctq Dt	Post Status	Approval Status	Related Voucher	Gross Amt	Discount Amount	Net Due Date	Dscnt Due Dt			
Postable	11/12/2010	Posted	Approved		111,931.77	0.00	11/12/2010				
				Voucher Line	Information						
Line #	Description		Inv Item ID	Unit Price	Extended Amount	WIHD	Disc Applica	ible			
1	IMPACT			0.00	111,931.77	N	Y				
				Distribution Li	ine Information						
Line # Dep	artment Fund	Budget Program Unit	Account PC Business Unit	Project Act	Source Type		vice Agency Use C	Chartfield2 Amount			
1 300	00060200 2176	7504 03330	555900					111,931.77			
				Voucher Header	Information						
Entered Dt	Voucher ID Invo	pice ID	Invoice Dt	Vendor ID	Vendor Name	9	Origin Pay Terms	Operator			
11/12/2010	00002067 ECA	AP	11/12/2010	0000063161	HIGHLAND COMMUNITY	Y COLLEGE	ONL 00	KDOOPAS			
Entry Status	Acctq Dt	Post Status	Approval Status	Related Voucher	Gross Amt	Discount Amount	Net Due Date	Dscnt Due Dt			
Postable	11/12/2010	Posted	Approved		2,535.00	0.00	11/12/2010				
				Voucher Line	Information						
Line #	Description		Inv Item ID	Unit Price	Extended Amount	WIHD	Disc Applica	ible			
1	ECAAP			0.00	2,535.00	N	Y				
	Distribution Line Information										
Line # Dep	artment Fund	Budget Program Unit	Account PC Business Unit	Project Act	ivity Source Type		vice Agency Use C ation	Chartfield2 Amount			
1 300	0060250 3100	3517 03340	550100					2,535.00			
				Voucher Header	Information						

Vendor Name

Invoice Dt Vendor ID

Travel and Expense: Expense Detail Transaction by Dept



Travel and Expenses > Manage Accounting > Print Reports > KS-Expense Transaction by Dept

KS_EX_EXPENSE_DEPTDTL - Expense Detail Trx by Dept

Business Unit:

Greater than Submission Date: 11/01/2010

Less than Submission Date:

11/15/2010

Greater than Department:

Less than Department:

View Results

Download results in: Excel SpreadSheet CSV Text File (1 kb)

	Report ID	Report Descr	Travel Auth ID	ID	Name	Purpose	Short Desc	Descr	Eff Date	Submit Dt	Amount	Account	Fund	Dept	Program	Svc Loc	Bud Unit	Agy Use Project	Activity	Soi Ty
1	0000015344	BROADBAND SUMMIT	-	Company of the Company	Managara, lles costs d	MTNG	Meeting	Meeting	01/01/1901	11/02/2010	48.250	525180	1900	3000010200	01033		1110			
2		BROADBAND SUMMIT	-	(Process of the Control of	Table To the street of the str	MTNG	Meeting	Meeting	01/01/1901	11/02/2010	67.370	525110	1900	3000010200	01033		1110			

Accounts Receivable: Direct Journal by GL BU Query



Reporting Tools>Query>Query Manager>KS_AR_DIRECT_JOURNAL_GL_BU

Allows Agencies to view Deposits/Payments made by them or on behalf of them

Query Manager Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Query Create New Query											
*Search By: Query Name begins with KS_AR_DIRECT_JOURNAL_GL_BU Search Advanced Search											
*Folder View: All Folders	~										
Check All Uncheck All				*Action:	Choose		~	Go			
Query		<u>Customi:</u>	ze Find	View All	First	1 of 1					
Select Query Name	<u>Descr</u>		<u>Owner</u>	Folder	<u>Edit</u>	Run to HTML	Run to Excel	<u>Schedule</u>			
KS_AR_DIRECT_JOURNAL_GL_BU	DJ Deposits by GL E	3U	Public		<u>Edit</u>	HTML	<u>Excel</u>	Schedule			
Find an Existing Query Create New Quer	Υ										

Accounts Receivable: Direct Journal by GL BU Query



Enter the GL Unit (controlled by Security)
Enter the Begin and End Date

KS_AR_DI	RECT_JOURNAL_GL_BU
GL Unit:	
Begin Date:	31
End Date:	31
OK	Cancel

Results are Displayed

GL Unit = 17300,Begin Date=2010-07-01,End Date=2010-08-01

Vie	w All	w All Rerun Query Download to Excel										First 1-100 of 394 Last														
	Dep Ur	osit nit	Deposit ID	Deposit Type	Payment ID	GL Unit	Fund	Budget Unit	Program	Dept	Account	Agy Use	ChartField 2	PC Bus Pr Unit	roject	Activity	Source Type	Category	Subcategory	Analysis Type	Amount	Journal ID	Journal Date	MICR ID	Journal Line Ref	Line Descr
1	173	00	1007070658	E	92361	17300	9446	9401			220210										-1.360	AR00001239	07/07/2010			
2	173	00	1007070660	L	IV66044	17300	6150	6151	01651	1735010000	420990										-212.500	AR00004848	07/22/2010			
3	173	00	1007070661	M	7/7/2010_STATE	17300	2323	2302	01651	1735010000	420990										-661.000	AR00001713	07/09/2010			
4	173	00	1007070662	E	K0000132609	17300	9175	9490	01120	1731090000	220210										-797.470	AR00001713	07/09/2010			
5	173	00	1007070662	E	K0000132609	17300	9175	9490	01120	1739900000	220410										-797.470	AR00001713	07/09/2010			
6	173	00	1007070664	R	UI 7/8/10	17300	9107	9300	97020	1731010200	467010										-18238.000	AR00001458	07/08/2010			
7	173	00	1007070666	M	99RC000003548	17300	9107	9300	97020	1731010200	467010										-5.000	AR00001458	07/08/2010			
8	173	00	1007070666	M	99RC000003547	17300	9107	9300	97020	1731010200	467010										-35.000	AR00001458	07/08/2010			
9	173	00	1007070666	M	99RC000003546	17300	9107	9300	97020	1731010200	467010											AR00001458				
10	173	00	1007070667	М	11342	17300	2577	2575	80010	1731090000	420990										-0.500	AR00001713	07/09/2010 C	OMTECH 21, LLC 1342		
11	173	00	1007070668	R	UP 7/8/10	17300	9107	9300	97020	1731010200	467010										-2884.260	AR00001458	07/08/2010			
12	173	00	1007070669	R	UP 7/8/10	17300	9107	9300	97020	1731010200	467010										-2545.490	AR00001458	07/08/2010			
13	173	00	1007070672	М	#3144454	17300	6151	5500	01851	1732510001	462110	173API1									-5666.670	AR00001713	07/09/2010 H	(U HOSPITAL URHORITY		

Accounts Receivable:Interfund Search – Helpful Hints

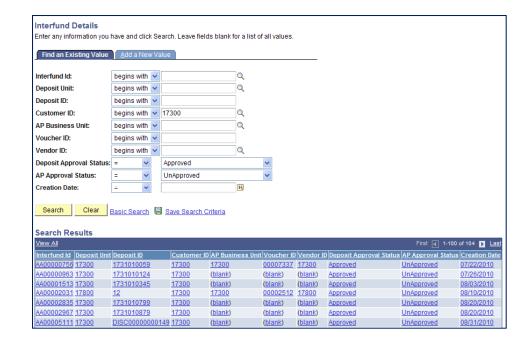


1. Searching for Outstanding Interfund Vouchers (Interfunds in which your Agency must pay)

Customer ID: Your Agency **Deposit Approval Status**:

Approved

AP Approval Status: Unapproved



Accounts Receivable:Interfund Search – Helpful Hints



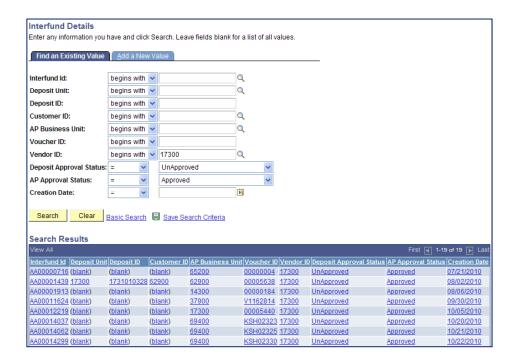
2. Searching for Outstanding Interfund Receipts (Interfunds in which your Agency must receipt)

Vendor ID: Your Agency

Deposit Approval Status:

Unapproved

AP Approval Status: Approved



Project Costing: Reports



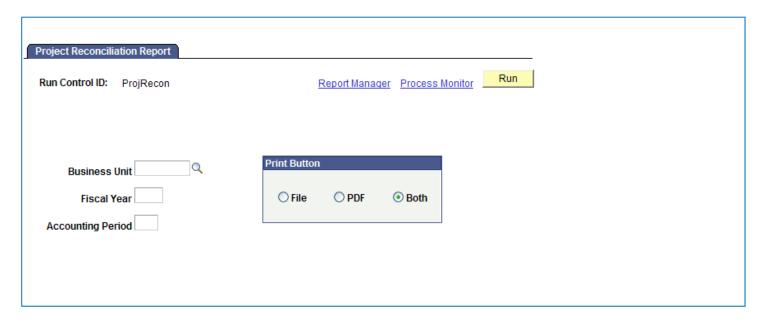
- Catalog of Reports that lists Project Costing reports and information they provide available on SMART website
- New Reports
 - Project Reconciliation Report
 - Provides Expenditures and Revenues by Project ID from the General Ledger
 - •Beginning Balance column pulls data from the Proj_Resource table in Project Costing module using the analysis type BFW. Values are entered by the agency for cash balance forward for agencies that may have a need to track their Cash balances by Project.

Project Costing: Reports



Project Costing > Reports > Project Reconciliation

- For YTD use the current Accounting Period
- Can be opened as a PDF file or downloaded as a data file
- Report is accrual based



Project Costing/Contracts/Grants:



Report ID: KPC00007

SIIHK L

Page No : 3

Run Date: 11/15/2010 Run Time: 09:10:31

For Period Ending: 05 2011

Agency: 29600 Department of Labor

As of: 11/15/2010

Project Description	Project	Beginning Balance	Revenues	Expenditures	Ending Liability
MOTOR POOL ADMIN SPY11	6992011	92,299.22	26,269.94	41,504.46	88,063.60
REED ACT EASTMAN	7122010	0.00	336,619.27	336,594.27	25.00
REED ACT 2002 REHAB & REPAIR	7142010	0.00	0.00	0.00	0.00

Project Costing: Reports



- New Reports (cont)
- Project Resource Extract Report
 - This report is a data extract of all transactions in the Proj_Resource table
 - •Includes project costing transactions brought into the table from Accounts Payable, Expenses, General Ledger and Time and Labor modules
 - Also includes transactions that are direct entered into the table
 - Does not include transactions from direct journal cash deposits
 - Download as a .dat Data file to be opened in Excel and manipulated as desired

Project Costing/Contracts/Grants:



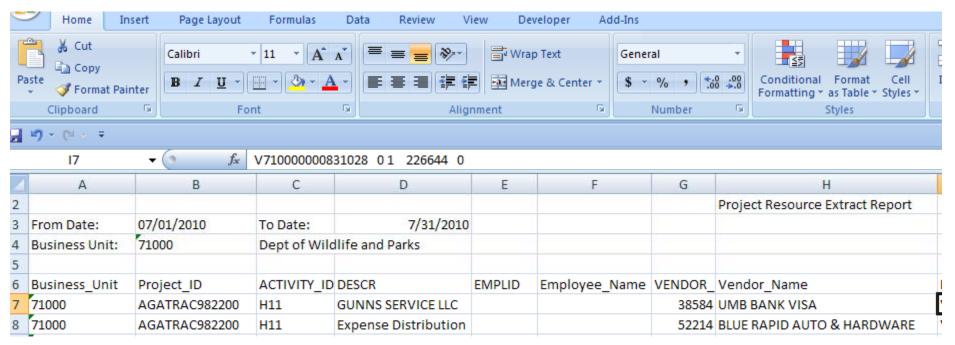
Project Costing > Reports > Project Resource Extract Report

- Enter Business Unit and Transaction from and to dates
- Report can be very large when a wide date range is used



Project Costing/Contracts/Grants:





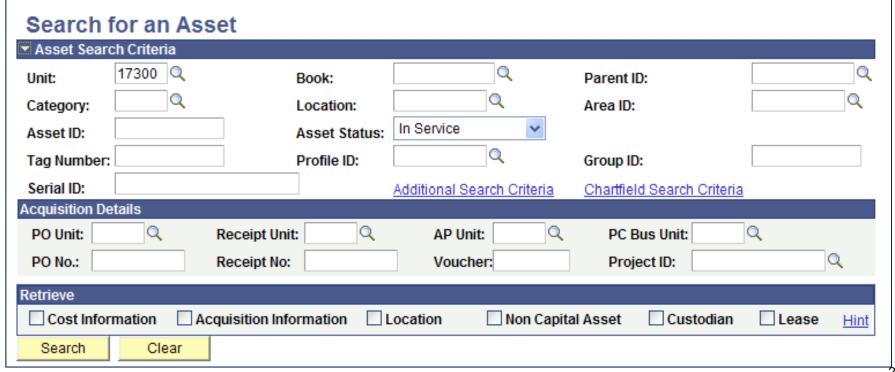
This is only a small part of the report - it includes all fields in the Proj_resource table. Table is joined with the Vendor table and the Personal Data table so that in includes vendor name and Employee name, when applicable

Asset Management: Search for an Asset



Asset Management > Search for an Asset

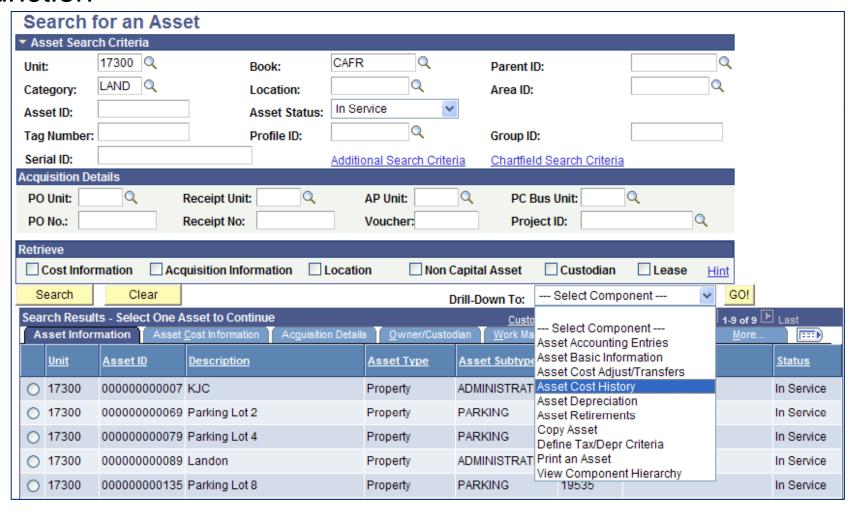
- Able to search on a variety of criteria
- Can include Cost, Location, and Custodian information in search results
- Downloadable to Excel
- Note—If Book field is left blank, CAFR defaults so only capital assets will return



Asset Management: Search for an Asset



 Able to navigate to numerous other AM pages using Drill-Down function

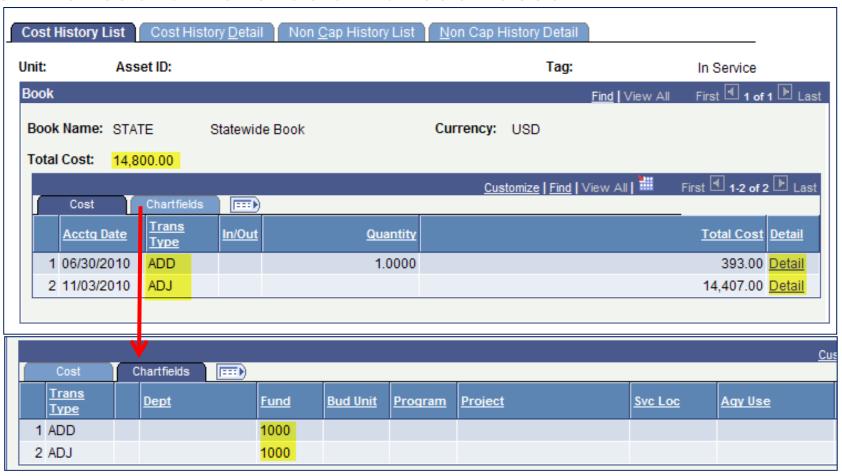


Asset Management: Review Cost



Asset Management > Asset Transactions > History > Review Cost

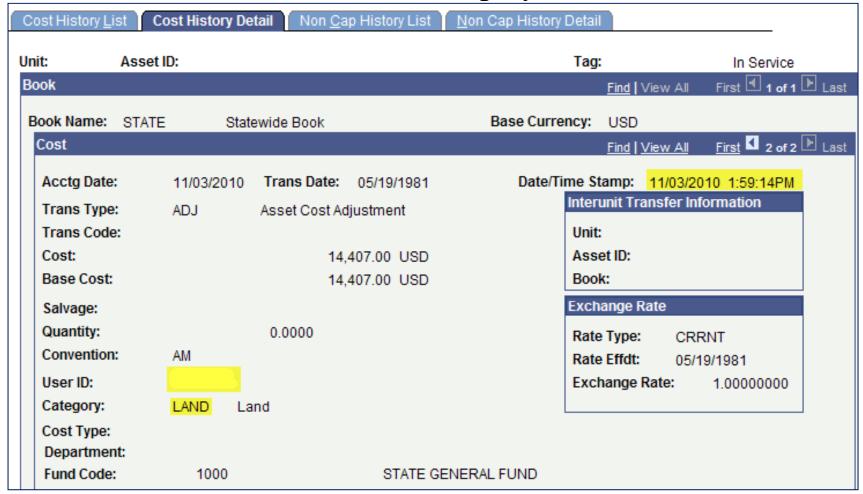
View transaction-level detail for each asset



Asset Management: Review Cost



 Can view when transaction was performed, who initiated the transaction, and what Asset Category is used



Asset Management: Other Reports



- Job Aid that lists all AM reports and information they provide available on SMART website
- Helpful Reports
 - Asset Inventory List
 - Displays list of all assets within an agency
 - Includes description, serial id, tag number, location code, custodian, and cost
 - Cost Activity
 - Displays beginning cost, additions, deletions, and ending cost per asset

General Ledger: GL Reports, Queries and Inquiries



- Use the General Ledger Reports, Queries, and Inquiries for financial reporting
 - GL does not capture the budget period on a journal but does include the accounting period and fiscal year journals are posted to the GL.
 - Journal date dictates which accounting period a transaction is posted.
 - A journal can include transactions with prior month transaction dates. This can occur when vouchers, expenses, or deposits are not approved in the month they were created.
- Frequently used GL reports include the Expenditures Report, Cash Balance Report, and the Trial Balance by Fund Report.

General Ledger: KK Reports, Queries and Inquiries



- Use Commitment Control (KK) Reports, Queries, and Inquiries for management reporting.
 - Budget Period should be included on budget reports.
 - Budget transaction date is the date a transaction is successfully budget checked.
 - Only pick the ChartFields included in the report Ledger Group otherwise no results will be returned. For example, for a CC_APPROP (appropriation budget) report choose Department ID, Fund, Budget Unit, and Account. If you also pick Program, no data will be returned.
- Frequently used KK Reports include the Cash Control Budget Status Report and the Budget Status Report.

General Ledger: Budget Status Report



- •The Budget Status Report is a Commitment Control (KK) ledger report.
- •Budget type determines the information on the report:
 - Expenditure Budget Status Reports include: Budget, Preencumbrances, Encumbrances, Expenses, and Remaining Balances.
 - Revenue Budget Status Reports include: Budget, Recognized Revenue, Collected Revenue, and Remaining Balances.
 - Cash Budget Status Report includes: Budget (beginning balance),
 Associated Revenue (collected), Expenses and Remaining Balances.
- See the GL Budget Status Report Job Aid for detailed instructions on how to run the Budget Status Report.

http://da.ks.gov/smart/Training/CourseMaterials/WBT/resources.html

General Ledger: Budget Status Report



- Commitment Control> Budget Reports> Budget Status
- Enter Run Control and Report Request Parameters



This example is for an Expenditure Budget – DoB Operating Budget (CC_OPR_DOB)

General Ledger: Budget Status Report



View Report

port ID: GLS8020

Bus. Unit: 17300--Department of Administration Ledger Grp: CC 078 DOS-- DoS Opr Sudget Ledger Group

Currency : USD Chartfields Criteria

Dept: All values Fund: All values

Budget Period: 2011

Bud Unit: All values

PeopleSoft GL BUDGET STATUS REPORT

Program: All values

Account: All values

Num Date 11/14/2010 Num Time 14:59:22

Bud Unit Expense Remaining 173 2197 2027 01500 5300 -1.493.102011 0.00 0.00 0.00 1.493.10 0.00 173 2301 5100 79,939.47 170,155.53 2011 250,095.00 0.00 0.00 0.00 172 2323 2201 01650 5200 2011 255,911,00 0.00 0.00 665.88 14,143,29 241,101,83 5300 2011 209.420.00 0.00 0.00 292.16 969.28 208.158.56 173 2323 2301 01650 5400 2,250.00 -2,250.00 2011 0.00 0.00 0.00 173 2323 2201 01650 5700 2011 0.00 0.00 0.00 0.00 50.00 -50.00 5200 0.00 0.00 2011 0.00 0.00 0.00 0.00 173 2323 2301 01850 5300 173 2323 2301 97000 5200 2011 0.00 0.00 0.00 35.00 0.00 -35.00 173 2323 2302 01650 5100 220,250.00 75,941.93 144,308.07 2011 0.00 0.00 2302 01650 5200 173 2323 2011 146,719,00 0.00 0.00 472.51 42,650,00 103.500.41 173 01650 3,210.00 0.00 0.00 99.46 609,072.35 605,961.81 2323 2302 01650 5400 173 2011 0.00 0.00 0.00 2,250,00 0.00 -2.250.00 2302 01650 5700 2011 20,000.00 0.00 0.00 4,030.68 15,969.32 0.00 173 2323 2302 01850 5300 2011 0.00 0.00 0.00 0.00 0.00 0.00 173 113.56 -113.562011 0.00 0.00 0.00 0.00 173 2323 2303 01650 5100 2011 0.00 0.00 0.00 0.00 2,380.70 -2,380.70 173 2323 2303 01650 5200 1,575.00 111.11 341.00 1,122.01 2011 0.00 0.00 173 2323 2202 01650 5300 152.75 98.78 348.47 173 97000 2323 2303 5200

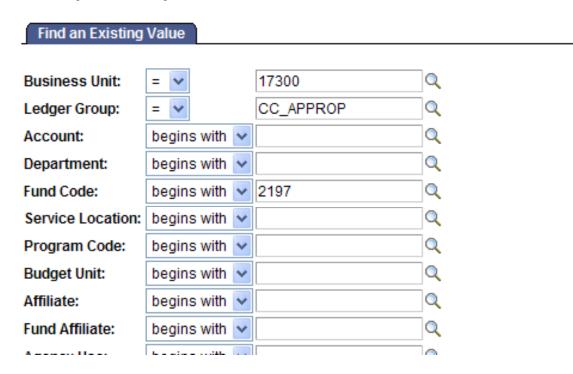
General Ledger: Budget Status



- KK Inquiries can also provide Budget Status:
 - Budget Details Commitment Control> Review Budget Activities> Budget Details

Budget Details

Enter any information you have and click Search. Leave fields blank for a list of all values.



General Ledger: Budget Status

CC APPROP 50

173

2197

(blank)

(blank)

2029

17300



- KK Inquiries can also provide Budget Status:
 - Budget Details Commitment Control> Review Budget Activities> Budget Details

Search Results View All First 1-11 of 11 Las Ledger Fund Service Program Budget Fund Agency ChartField Statistics Business Source Business Account Department Project Activity Group Code Location Code <u>Affiliate</u> Period 17300 CC APPROP 50 173 2197 (blank) (blank) 2020 (blank) (blank) (blank) (blank) (blank) (blank) (blank) (blank) 2011 (blank) 17300 CC APPROP 50 173 2021 2197 (blank) (blank) (blank) (blank) (blank) (blank) (blank) (blank) 2011 (blank) 17300 CC APPROP 50 173 2197 (blank) (blank) 2022 (blank) (blank) (blank) 2011 (blank) (blank) (blank) (blank) (blank) 17300 CC APPROP 50 173 2197 (blank) (blank) 2023 (blank) (blank) (blank) (blank) (blank) 2011 (blank) (blank) (blank) 17300 CC APPROP 50 173 2197 (blank) (blank) 2024 (blank) (blank) (blank) (blank) (blank) 2010 (blank) (blank) (blank) 17300 CC APPROP 50 173 2197 (blank) (blank) 2024 (blank) (blank) (blank) (blank) (blank) 2011 (blank) (blank) (blank) (blank) 17300 CC APPROP 50 173 2197 (blank) (blank) 2025 (blank) (blank) (blank) (blank) (blank) (blank) (blank) (blank) 2011 (blank) CC APPROP 50 17300 173 2026 (blank) 2011 2197 (blank) (blank) (blank) (blank) (blank) (blank) (blank) (blank) 17300 CC APPROP 50 173 2197 (blank) (blank) 2027 (blank) (blank) (blank) (blank) (blank) 2011 (blank) 17300 CC APPROP 50 173 (blank) (blank) 2028 (blank) (blank) (blank) (blank) (blank) (blank) (blank)

Online inquiry results can be drilled into to see the transaction detail.

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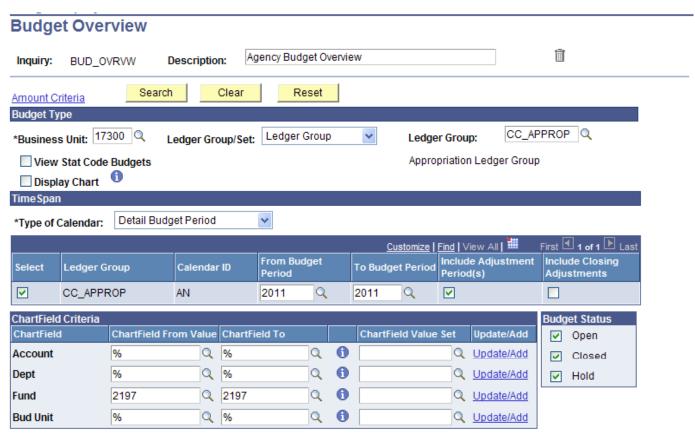
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General Ledger: Budget Status



- KK Inquiries can also provide Budget Status:
 - Budgets Overview Commitment Control> Review Budget Activities>
 Budget Overview



General Ledger: Budget Status

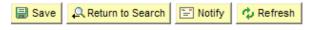


Budgets Overview – Commitment Control> Review Budget Activities>
 Budget Overview

Budget Overview Results Customize Find View All Ⅲ First ☐ 1-10 of 10 ▶ Last												Last	
			Ledger Group	<u>Dept</u>	<u>Fund</u>	Bud Unit	Account	Budget Period	Budget	Expense		<u>Available</u> <u>Budqet*</u>	<u>Percent</u> <u>Available</u>
1		Eq.	CC_APPROP	173	2197	2020	50	2011	999,999,999.00	0.00	0.00	999,999,999.00	100.00 🗏
2	T.	Ę	CC_APPROP	173	2197	2021	50	2011	999,999,999.00	0.00	0.00	999,999,999.00	100.00 🗏
3		Ę	CC_APPROP	173	2197	2022	50	2011	999,999,999.00	624.57	<u>167.54</u>	999,999,206.89	100.00 🗏
4		Eq.	CC_APPROP	173	2197	2023	50	2011	999,999,999.00	0.00	0.00	999,999,999.00	100.00 🗏
5		Eq.	CC_APPROP	173	2197	2024	50	2011	999,999,999.00	<u>782.60</u>	12,949.80	999,986,266.60	100.00 🗏
6	1	Eq.	CC_APPROP	173	2197	2025	50	2011	999,999,999.00	11,542.45	0.00	999,988,456.55	100.00 🗏
7		Ę	CC_APPROP	173	2197	2026	50	2011	999,999,999.00	<u>358.86</u>	725.00	999,998,915.14	100.00 🗏
8		Eq.	CC_APPROP	173	2197	2027	50	2011	999,999,999.00	0.00	<u>1,493.10</u>	999,998,505.90	100.00 🗏
9		Eq.	CC_APPROP	173	2197	2028	50	2011	999,999,999.00	0.00	0.00	999,999,999.00	100.00 🗏
10	1	Eq.	CC_APPROP	173	2197	2029	50	2011	999,999,999.00	0.00	0.00	999,999,999.00	100.00 🗏

Return to Criteria

*Notes





General Ledger GL and KK Fund Balances



There are four different reports that can provide fund balances.

- 1. The Cash Balance Report (KGL00001) provides the <u>General Ledger (GL) cash</u> balances and includes journals successfully posted to the GL.
- 2. The Cash Control Budget Status Report (KGL00002) provides the <u>Commitment</u> <u>Control (KK) Ledger cash balances</u>. This report includes journals successfully budget checked.
- 3. The GLS 8020 report will also provide the <u>Cash Budget Fund balances</u>. Enter CC_CASH as the ledger group in the report parameters.
- 4. The GLS 8020 report will provide the <u>Appropriation and Limited Fund balances</u>. Enter CC_APPROP as the ledger group in the report parameters.
- The KGL00001 has been enhanced so a specific month (accounting period) and fiscal year can be chosen.
- The balances on the GL and KK cash balance reports will not match. These reports are calculated from different ledgers and transactions are posted to the ledgers at different times.

General Ledger GL Cash Balance Report



Run

Cash Balance Report			
Run Control ID: cash_rpt	Re	port Manager	Process Monitor
Business Unit Fiscal Year Range From Accounting Period Range To Accounting Period	17300 Q 2011 1 5		
Fund Code	Q		
Budget Unit			
Include all Budget Units	✓		
Account Tree		l	
Account SetID	SOKID		
Account Tree	CC_ACCOUNT		
Level 4	Level 5 💿		

General Ledger GL Cash Balance Report (KGL00001)



Report ID: KGL	00001.sqr	<u>S</u> MA	RŢ		Page No Run Date
Fiscal Year: 20 From Period: To Period: Business Unit:	01 05	CASH BALANCE	E REPORT		Run Time
Fund: Budget Unit:	2197 2020				
Beginning Balan	ce:			17,831.88	
Sources of Fund	s (Receipts):				
SERVICE CHARGES			90.00		
Less: Accounts	otal Source of Funds: Receivable: ash Receipts:		90.00	90.00	
Uses of Funds (Expenses):				
Less: Accounts: Plus: Prepaid:	otal Uses of Funds: Payable:		0.00 0.00 0.00		
	ash Disbursements:		0.00	0.00	
Net Total of Tr	ansfers:			0.00	
Ending Balance Ending Balance: Variance:			_	17,921.88 17,921.88 0.00	_

General Ledger KK Cash Control Status (KGL000002)



Cash Control Status Report	
Run Control ID: Cash_Cntl	Report Manager Process Monitor Run
Accounting Period Options Ourrent Month Current Year Prior Month Prior Year Report Format Pile PDF Both	
Fund Attributes	<u>Find</u> View All First
Fund Owner: 17300 Q Department of Administration Fund Code: Q	+ -
Save Return to Search Notify	E ♣Add

General Ledger KK Cash Control Status (KGL000002)



Report ID: KGL00002.sqr Ledger Grp: CC_CASH

Ledger Grp Name: Cash Control Ledger Group Currency: USD

Page No : 1 Run Date: 11/15/2010 Run Time: 11:33:16

Chartfields Criteria Fund: All Values

Accounting Period: Current Month

Fiscal Year: 2011

Fund Attribute			P44 P-1	Assoc Revenue for Accounting	Expense for	
			Beginning Balance		Accounting	Ending Balance
(Fund Owner) 1730000	<u>Fund</u> 2001	Fund Description FEDERAL CASH MANAGEMENT FD	Amount 784,858.49	Period 0.00	Period 0.00	784,858.49
1730000	2010	CURTIS OFF BLDG MNT RESV FD	553,255.17	304.74	66,431.08	487,128.83
1730000	2017	PURCHASING FF	600,777.05	117,003.93	289.42	717,491.56
1730000	2028	BUILDING AND GROUND FD	418,882.79	0.00	34.10	418,848.69
1730000	2033	MUNICP ACCT & TRN SVCS RCVY FD	174,812.36	7,275.00	1,779.00	180,308.36
1730000	2038	STATE REVLG FD SVCS FF	160,183.25	0.00	0.00	160,183.25
1730000	2064	ADMINSTRIVE HEARINGS OFFICE FD	0.00	0.00	0.00	0.00
1730000	2075		0.00	0.00	0.00	0.00
1730000	2191	BUDGET FF	17,030.76	0.00	0.00	17,030.76
1730000	2197	GENERAL FF	256,565.80	8,805.57	963.79	264,407.58
1730000	2323	SRPLS PROP PRG FD-ON BUDGET	827,512.84	76,021.00	99,985.65	803,548.19
1730000	2354	SPECIAL CLAIMS DISBURSEMENT FD	0.00	0.00	0.00	0.00
1730000	2401	ARCH SERV CONVER OF EQUP FD	32.44	0.00	0.00	32.44
1730000	2408	CONVERSION OF MAT & EQUP FD	7,259.62	0.00	0.00	7,259.62
1730000	2434	BUDGET EQUIPMENT CONVERSION FD	9,285.27	0.00	0.00	9,285.27
1730000	2435	CONVER OF MAT/EQUP FD-RCYL PRG	55,013.71	0.00	0.00	55,013.71
1730000	2577	WIRELESS ENHANCED 911 GRANT FD	14,573,386.34	7,598.13	259,346.61	14,321,637.86
1730000	2581 2632	STATE EMERGENCY FD	45,000.00	0.00	0.00	45,000.00
1730000 1730000	2632	CONSTRUCTION DEFECTS RCVY FD PROPERTY CONTINGENCY FD	164,507.22 33,445.19	0.00 17.42	0.00	164,507.22 33,462.61
1730000	2645	CANCELED WARRANTS PAYMENT FD		0.00	0.00	
1730000	2689	FMS DEVELOPMENT FD-ON BUDGET	53,723.33 0.00	0.00	0.00	53,723.33 0.00
1730000	2935	STWIDE MANT/DISASTER RELF FD	112,760.00	0.00	0.00	112,760.00
1730000	2935	LSOB REPAIR EXP FD	5,066.12	0.00	0.00	5,066.12
1730000	2939	MACVICAR AVE ASSESSMENT EXP FD	1,285,749.00	0.00	0.00	1,285,749.00
1730000	3024	12.106-FLOOD CONTROL PRJ	0.00	0.00	0.00	0.00
1730000	3057	16.738-ED BYRNE MEM JECT ASST	0.00	0.00	0.00	0.00
1730000	3287	93.044-SPCL PRG 4 AGNG IIIB	24,492.50	0.00	0.00	24,492.50
1730000	3358	93.042-SPCL PRG 4 AGNG VII-2	-16,972.41	0.00	0.00	-16,972.41
1730000	3368	TTL XIX LTCO MEDICD FED GRT FD	0.00	0.00	0.00	0.00
1730000	3369		0.00	0.00	0.00	0.00
1730000	3374		0.00	0.00	0.00	0.00
1730000	3414	93.778-MEDICAL ASSISTANCE PRG	13,728.02	0.00	898.59	12,829.43
1730000	6103	HR INFO SYS COST RECOVERY FD	316,659.40	0.00	34,513.14	282,146.26
1730000	6105	ACCOUNTING SVCS RECOVERY FD	4,037,325.29	391.86	34,939.87	4,002,777.28
1730000	6109	MOTOR POOL SERVICE FD	102,589.10	0.00	8,053.72	94,535.38
1730000	6110	INFORMATION TECHNOLOGY FD	2,529,255.28	49,261.87	820,523.61	1,757,993.54
1730000	6113		0.00	0.00	0.00	0.00
1730000	6114	MTR DOOL SVC FD-MTR VEH REG	0.00	0.00	0.00	0.00
1730000	6135	FMS DEVELOPMENT FD	1,074,660.25	99,954.99	667.26	1,173,947.98
1730000	6147	INFORMATION TECHNOLOGY RESV FD	1,642,842.01	0.00	52,820.60	1,590,021.41
1730000	6148	STATE BUILDINGS OPERATING FD	15,769,409.95	15,189.98	508,322.37	15,276,277.56

General Ledger KK Budget Status (GLS 8020)



CC_CASH Report parameters.

New Window | Help | Cust

Commitment Control Budget Status Report

	un Control ID anguage:	English			Re	port Manager	Process Mo	onitor Run	
R	eport Reque	st Parameters							
*	Unit:	17300 🔍	Departr	ment of A	dministra	tion			
*	Ledger Grou	IP: CC_CASH Q	Cash C	ontrol Le	edger Gro	up			
									Refresh
	ChartField S	Selection				Customize	<u>Find</u>	First 1-14	of 14 🕨 Last
	<u>Sequence</u>	ChartField Name		Include CF	Subtotal			To Value	
	1	Fund Code		✓		2001	Q	9446	Q
		Account					Q		Q
		Activity					Q		Q
		Budget Unit					Q		Q
		PC Business Unit					0		

General Ledger KK Budget Status (GLS 8020)



CC_APPROP Report parameters.

Commitment Control Budget Status Report

	un Control II anguage:	D: Bud_Status English			Re	port Manager	Process M	onitor Run	
R	eport Requ	est Parameters							
*	Unit:	17300	Departm	nent of A	dministra	tion			
*	Ledger Gro	up: CC_APPROP Q	Appropri	iation Le	edger Gro	ир			
									Refresh
	ChartField	Selection				Customiz	ze <u>Find</u> 🎹	First 1-14 (of 14 Last
	Sequence	ChartField Name	!	Include CF	Subtotal			To Value	
	2	Fund Code		▽		2001	Q	9446	Q
		Account					Q		Q
		Activity					Q		Q
		Service Location					Q		Q
		PC Business Unit					Q		Q
		Agency Use					Q		Q
	3	Budget Unit		V			Q		Q
		Program Code					Q		Q
	1	Department		V			Q		Q
	4	Budget Period		~			Q		Q

General Ledger GL Trial Balance Report



- •The Trial Balance by Fund Report (KGL00005) provides balances for all general ledger accounts by fund.
- •This report can be run for a specific accounting periods or range of accounting periods.

General Ledger> General Reports> Trial Balance by Fund

Trial Balance by Fund	
Run Control ID: Trial_Bal	Report Manager Process Monitor Run
Business Unit: 17300 C Fiscal Year/Period Range *From Fiscal Year 2011 From Period 1 To Period 5	Report Options File PDF Both

General Ledger GL Trial Balance Report



General Ledger> General Reports> Trial Balance by Fund

Report ID. EHLOCOS

Regimning Period. 2011 01

Page No . 10

Rum Date: 11/12/2010 Fun Time. 15.29.04

Reding Pariod.

Business Unit: 17300 Department of Administration Pund: 2197 GENERAL PF

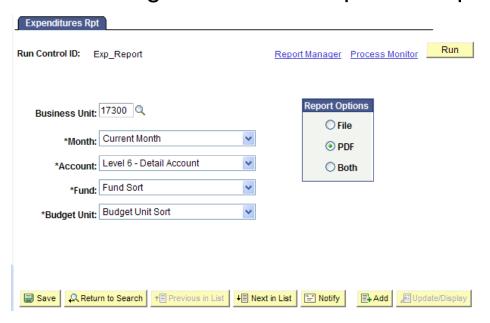
Fund: 2197 GENERAL FF									
		seginning Balance			spaing				
Appount	Account Description	Balance	Bebit	Credit	Ra Lance				
110100	THERASTREES COMMON CASH	248,193.84	30,231.33	(13,991.33)	272,433.84				
130100	ACCOUNTS ENCRIVABLE	0.00	0.00	(15,913.04)	(15, 913.04)				
220100	ACCOUNTS PAYABLE	0.00	2,301.99	(2,301.99)	0.00				
220110	ACCRED REPRESES PAYABLE	0.00	80.89	(BO_B9)	0.00				
220420	PAYROLL DEDUCTIONS SHARP	0.00	4,127.87	(4,127.87)	0.00				
220440	PAYROLL TAXES SHARP	0.00	2,445.31	(2,445.31)	0.00				
330000	FUND BALANCE UNASSIONED	(248, 193.84)	0.00	0.00	(248, 193.84)				
420400	CLERICAL SERVICES	0.00	0.00	(175.00)	(175.00)				
420500	REDUCATION AND LIBEARIES	0.00	0.00	(9,675.00)	(9,675.00)				
462900	OTHER EXIME AND REFUNDS	0.00	0.00	(11,200.69)	(11, 200.69)				
510100	CLASSIVIED REGULAR	0.00	8,402.24	0.00	8,402.24				
510140	CLASS BOLIDAY INCL. IN BASE	0.00	190.96	0.00	190.96				
\$17600	MEAVE PAYMENT ASSESSMENTS	0.00	48.96	0.00	48.96				
E18100	PUBLIC BE RETIREMENT SYSTEM	0.00	787.95	0.00	787.95				
519101	MEED 0 CASES	0.00	107.36	0.00	107.36				
519102	CASDI	0.00	459.07	0.00	459.07				
519500	GROUP REALTH HOSPITALIZATION	0.00	1,355.44	0.00	1,355.44				
519700	WORKERS COMPRISATION	0.00	112.32	0.00	112.32				
519800	INTERPLOYMENT COMPRESSATION	0.00	30.31	0.00	30.31				
C10000	PLUSIBLE CREMENTS ADMIN FOR	0.00	47.04	0.00	67.86				
522400	ADVORTISING	0.00	1,580.64	(1,267.60)	313.04				
526900 527700	OTHER PIECE AND ENTRETAINING	0.00	25.00 500.00	0.00	25.00 500.00				
	OPPICIAL ROSPITALITY								
529700		0.00	277.24	0.00	277.24				
766020	OPHRATING TRANSPERS OUT	0.00	66.00	0.00	66.00				
	Totals For 2197 Fund	0.00	61,179.72	(61,170.72)	0.00				
		0.00	44,274.72	(44,414.14)	0.00				

General Ledger GL Expenditure Report



- •The Expenditures by Fund, Budget Unit, Program, and Account Report (KGL00012) summarizes the expenses and expense transfers from the general ledger for a specific month and fiscal year.
- •This report is being enhanced so the user can choose a specific month (accounting period) and fiscal year.

General Ledger> General Reports> Expenditure Report



General Ledger GL Expenditure Report



General Ledger> General Reports> Expenditure Report

Beginner 10: 10000013

REPORTED BY PARK, BURGET MATE, PROMISE AND ACCOUNT. Department of Administration (17300) Separt Period-OCTORS PT-2011

Sun Date: \$1/52/2010 Sun Time: \$5:33:01

Burn Cherk and Parameters

Stanforma Dalk: 17300

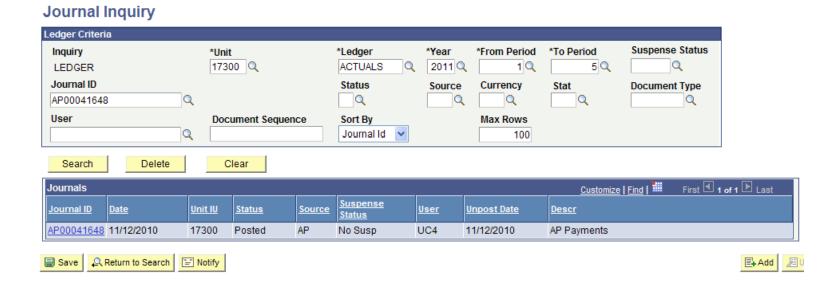
Hariba Prior Harib Assessed: Level & - Detail Assessed Fund: Fund Earl. Budget Dath: Budget Dath Earl.

Enumer		Book Dell- Tekendik		C Samery	South-to-Date	FT Tear-to-Date
01011-Fin Agos Eystem Development. TOTAL ACCOUNT-DETERMINIST: TOTAL ACCOUNT-CATHORES: TOTAL ACCOUNT-CATHORES: TOTAL MUDBAT UNIT:	E200	126 00	LIGHOO-COMPLTHE SOMPHARE MAINT ENC	LOGO-REPAIRING AND DESTRICTING SCHOOL-CHARGETTERS RESTRICTED CONTO-FOR Myst Synthem Development COSO-FIRENCIAL NUMBEROOOT STRICT	0_00 0_00 0_00 0_00 0_00	10, 671 61. 30, 873 63 30, 873 63 30, 873 63 30, 873 63
NUCLO Chin. Dervice TOTAL ACCOUNT - INTERMEDIATE: TOTAL ACCOUNT - CATRONEY: TOTAL NUCLEAR - UNIT:	7700	77200	772110-DEST EVC TRANSPER INTERECT	77200-DEST ESTRICE TELESPEEL 7700-EINERE TELESPEEL 90013-Debt Envelon 0440-ENERS BORDS DEST ERSYICE	13,664,360.47 12,684,340.47 12,684,340.47 12,684,340.47 12,684,340.47	12,600,348.67 12,600,340.67 12,600,340.67 12,600,340.67 12,600,340.67
NAME OF THE PARTY	7700	71200	772110-DEST EVC TRANSPER INTERSET	77200-DEST ESTRICE TEACHPERS 7700-EINCERS TEACHPERS 90010-Dest Service 0480-EESTESCTULING DEST SPC	1,181,276,00 1,181,276,00 1,181,276,00 1,181,276,00 1,181,276,00	1 111 374 00 1 181 274 00
SIGNI-Administration SIGNI-ADM	L100 L100 L100 L100 L100 L100 L100 L100	L1000 L1000	LIBIOS-CLADDIFIED EMBRANA LIBIOS-CLADDIFIED TEMPORARY LIBIOS-CLADDIFIED TEMPORARY LIBIOS-CLADDIFIED LOWESTIT PER LIBIOS-CLADDIFIED LOWESTIT PER LIBIOS-CHARLEFFIED TEMPORARY LIBIOS-CHARLEFFIED TEMPORARY LIBIOS-CHARLEFFIED TEMPORARY LIBIOS-CHARLEFFIED TEMPORARY LIBIOS-CHARLEFFIED TEMPORARY LIBIOS-CHARLEFFIED TEMPORARY LIBIOS-PUBLIC DE RETIREMENT CHARLEF LIBIOS-CHARLEFFIED L	LICOS-CELANTES AND WATER ADDO-RELATINE AND WATER	2,387,29 201,17 801,32 621,90 12,717,12 2,708,40 130,00 110,20	7,244.78 1,124.78 1,124.78 242.64 623.78 8,834.80 1,542.24 612.70 23.22 1,261.20 945.81 2,044.66 4,771.12 231.12 231.12 24.674.70 24.674.70 24.674.70
01001-Administration 01001-Administration 01001-Administration 01001-Administration	1200 1200 1200 1200	120 00 120 00 120 00 120 00	LIGHTO-INTERCOV LCL COMM ENC OF DISC LIGHTS-INTERCOV LCL COMM ENC CAP DISC LIGHTO-INTERCOV LG COMM ENC OF DISC LIGHTS-INTERCOV LG COMM ENC CAP DISC		146 JL0 3 JL0 8 J0 8 J0	289.00 7.36 3.34 0.08

General Ledger GL Inquiries



- General Ledger> Review Financial Information> Journals
- •Use to find Journals and drill into the detail of a Journal.



General Ledger GL Inquiries



 Use to see Ledger summary information by accounting period. The ledger line can be drilled into for more detail

General Ledger> Review Financial information> Ledger

Ledger Summary

Show Transaction Details Only in Base Currency

Before clicking on Detail hyper link, you can click on "Ledger Detail Drill-Down Chartfield Display" to display the chartfields that are pertinent to your inquiry.

Ledger Criteria

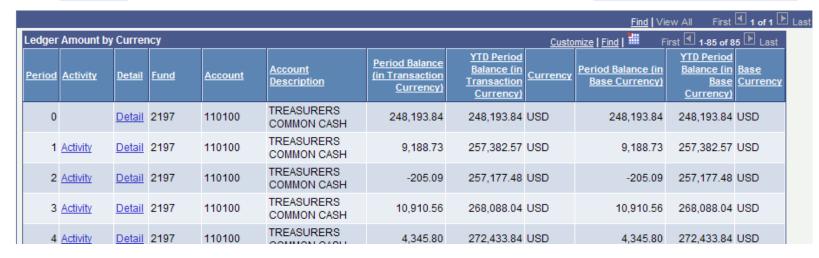
Inquiry Name Unit Ledger Fiscal Year From Period To Period Currency Stat

LEDGER 17300 ACTUALS 2011 1 5

V Show YTD Balance Include Closing Adjustments

Go To: Inquiry Criteria Ledger Detail Drill-Down Chartfield Display

Max Ledger Rows:



General Ledger Other Reporting Resources



Reporting Tools> Query> Query Viewer

- •There are Queries available to find and download General Ledger (GL) and Commitment Control (KK) Ledger data.
- •Search by Query Name begins with KS_GL or KS_KK and click on the Search button.
- The query data can be downloaded into Excel.